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16 November 1951

MEMORANDUM FOR: Chief, Administrative Services

SUBJECT : Vital Document Repository

1. Paragraph C.(5), CIA Regulation No. [] is quoted below: 25X1

"Storage, maintenance, and indexing of all vital material received at the repository will be the responsibility of the chief of the [] installation where the repository is located."

2. a. The Chief, Administrative Services, is charged with policy guidance and technical advise and assistance to the Resident Manager, [] in the carrying out of that portion of the Vital Documents Program handled at the repository at that Center. He is also charged with such inspection responsibility as may be necessary to insure that Agency requirements are being met. 25X1

- b. Personnel (except clerical) assigned to Vital Documents functions at [] will be either selected or approved by the Chief, Administrative Services. Such personnel will, however, when assigned to [] be under the direct command control of the Resident Manager and responsible to him for the effectiveness of their work. 25X1

- 25X1 3. The Resident Manager, [] is responsible for carrying out that portion of the Vital Documents Program which is located at his Center. In so doing, he will be guided by the policies and procedures established by CIA Headquarters and will obtain the advice and assistance of the designated representative of the Chief, Administrative Services.

- 25X1 4. Direct technical liaison is authorized between the Vital Documents Officer of the [] and the Records Officer, CIA, under provisions to be agreed upon between the Chief, Administrative Services, and the Resident Manager, [] 25X1

5. Unresolved disagreements will be referred to the ADD/A(G) for resolution.

[]
Assistant Deputy Director
Administration

25X1

Copies to:

Res Mgr, []

Spec Asst to DD/A- []

Adv for Mgmt

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